*DAFIS Hint of the month      February 1997*

What in the world is a Proforma and what do we do with it?  Here briefly is information on the DAFIS Proforma (T20) table.

## Proforma (T20) Table

The DAFIS Proforma is a pre-programmed table (T20) of DAFIS Transaction Codes.  The Proforma is maintained by the DAFIS ADP Control Group or Accounting Functional Division.  DAFIS is a Transaction Code (TC) driven system and this table provides a way to enter values in order to create a transaction.  Initially a DAFIS transaction is analyzed then the component (Transaction Code) is built to record/automate the accounting event.  For example, a TC 050 was created to record a commitment accounting type transaction in DAFIS.

Transaction Codes are assigned to each transaction processed in DAFIS to determine which general ledger accounts to update.  The transaction code is a four position field.  The first three positions determine system processing.  The last position known as the transaction status code tells the system whether the entry is a first time entry, an increase or decrease to a transaction previously recorded, or a final entry for a transaction.  A final entry will net and close the record.

In general, Transaction Codes on the Proforma (T20) table are grouped by function as follows:

- TC 1 - 49            Region 9 Plans, Apportionments, and Appropriations
- TC 50 - 99           Commitments, UDO, AEU (Funding)
- TC 100 - 199         Payments
- TC 200 - 299         Collections
- TC 300 - 399         IOTV's (for FAA's 12 regions to transfer charges)
- TC 400 - 499         Inventory (issues, receipts, gains and losses)
- TC 500 - 599         Coast Guard Supply Funds
- TC 600 - 899         Miscellaneous
- TC 900 -             Format 14 Accounts Receivable related TC's.

For more information on DAFIS Transaction Codes refer to **Section 6 - Input Requirements By Format** of your DAFIS User Guide.